

KANSAS HEALTH FOUNDATION
Job Description

JOB TITLE: Office Assistant

EMPLOYEE CLASSIFICATION: Non-exempt

POSITION CLASSIFICATION: Administrative

REPORTING RELATIONSHIP: Vice President for Administration

JOB SUMMARY: This is a PRN position and may be asked to conduct a variety of duties depending on the events scheduled at the Foundation and/or the absence of specific personnel. These duties may include, but are not limited to, handling incoming calls and greeting and directing visitors at the front desk; assisting with events including room set-up, serving food and/or snacks, transporting food, occasional food prep and food display work; and opening and closing the building, running errands, and providing minimal facility maintenance as requested.

QUALIFICATIONS:

- Strong interpersonal skills, including a desire to work with people
- Well organized
- Working knowledge of Word, Outlook, and Foundation InSite intranet
- Professional attitude and appearance
- Ability to maintain confidentiality
- Must have a valid driver's license and provide own transportation
- Ability to display and prep food in an attractive and hygienic manner
- Awareness of safe food handling procedures and sanitation practices
- Awareness of proper food serving etiquette
- Able to work independently
- Physical activity required as well as light to moderate lifting
- Hours: 20 - 30 hours per week with flexible schedule

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receptionist
 - Answer incoming telephone lines and take messages and/or direct calls to the appropriate individual or voice mail
 - Greet all guests in a friendly manner
 - Direct guests to their meeting locations
 - Notify appropriate Foundation staff when guests have arrived
 - Sort and distribute mail
 - Perform clerical tasks as requested by Foundation staff

2. Event Assistant

- Set up and break down for special meetings and dinners
- Put food out, serve drinks, clear tables and clean up following an event
- Order food and pick up or arrange for delivery
- Assist caterers

2/10
Revised: 1/12; 12/16
Reviewed 7/13

For more information about this position contact Marsha Newell at mnewell@khf.org.

**To apply for this position contact Brian Campbell at bcampbell@tsgstaff.com
or 316-267-7375.**